

# **ANNUAL REPORT**

FYE September 30, 2012

In accordance with Section 644 of the 2007 Head Start Reauthorization Act, the following annual report is hereby released as the official information regarding activities of Community Services of Northeast Texas, Inc.

## Community Services of Northeast Texas, Inc.

304 E. Houston

Linden, Texas 75563 903-756-5596

Dan "Lucky" BoydMed DanielsExecutive DirectorBoard Chair

Bernadette "Berny" Harris DeAnna House

Head Start Director Director Director of Client Services

## Programs operated and counties served:

Head Start	Cass	Camp	Bowie		Morris			
Children/Adult Care Food Program	Cass	Camp	Bowie		Morris			
Community Services Block Grant	Cass	Camp	Bowie	Marion	Morris			
Comprehensive Energy Assistance Pgm	Cass	Camp		Marion	Morris			
Food Banks	Cass	Camp	Bowie	Marion				
Salvation Army	Cass				Morris			
Department of Aging and Disability Svc.	Cass	Camp		Marion	Morris	Harrison	Panola	
Area Agency on Aging		Camp		Marion	Morris	Harrison	Panola	
Senior Citizen Centers		Camp		Marion		Harrison	Panola	

## Offices, occupied buildings, and locations of operation in the following cities:

Atlanta Marshall
Bloomburg Naples
Carthage New Boston
Daingerfield Newsome
Hallsville Pittsburg
Hughes Springs Texarkana
Jefferson Waskom

Linden

Community Services of Northeast Texas, Inc. currently employs 141 employees. The total payroll for fiscal year ending September 30, 2012 was \$3.1 million.

CSNT, Inc. currently operates in 22 locations in a seven county area. Nine of the locations operate the Head Start program. There are five locations operating the nutrition program. Other programs are operated throughout the service area.

## **FINANCIAL DATA**

Audited figures - Sept 30, 2012

Revenue	
Federal Awards	
Head Start	\$ 3,443,859
Community Services Block Grant	324,766
Comprehensive Energy Assistance Program	1,303,640
Fee-for-service contracts	
AAA-ETCOG - Nutrition Program	239,755
DADS Nutrition Program	1,141,773
USDA-CACFP	214,791
Child Care Wellness	23,981
Private Funds	
Salvation Army	6,953
Targeting Local Communities	1,598
Other cash donations	27,412
In-kind donations	1,273,706
Upshur Rural Power Company	3,069
Total revenue all categories	\$ 8,005,303

Community Services of Northeast Texas, Inc. is a 501(c)3 charity, and as such retains no earnings from Federal awards, and all revenues are expended according to federal, state, and local regulations.

## **Expenditures**

	Head Start	CSBG	CEAP	All others
Personnel	2,179,813	96,535	60,693	264,061
Fringe Benefits	465,370	19,993	10,352	77,652
Training/ Technical Assistance	28,646			
Travel	66,770	1,560	1,042	3,786
Equipment <sup>1</sup>	24,190	5,798	1,024	10,810
Supplies <sup>2</sup>	85,637	4,106	2,471	26,606
Contractual services <sup>3</sup>		0		
Other (rent, utilities, operating expenses)4	1,301,488	64,274	1,188,665	1,011,824
Direct assitance services to, or on behalf of clie	nts		1,160,367	

 $<sup>^{\</sup>rm 1}$  For Head Start, this line item includes vehicles and equipment over the cost of \$5,000

Note: Revenue amounts represent program funding; expense amounts represent fiscal year amounts and may not equal entire program funding amounts

 $<sup>^{\</sup>rm 2}$  Supplies in 'all others' includes all consumable and food costs for the nutrition programs

<sup>&</sup>lt;sup>3</sup> This line item is for contracted services outside the normal scope of program operation

<sup>&</sup>lt;sup>4</sup> The 'Other' category is used for all programs to include non-delineable items including, but not limited to rent, space costs, utilities, telephone, publications, fees, printing, legal, audit, insurance, fuel, repairs, travel costs not previously stated, building maintenance, safety costs, memberships, and all other standard operating costs.

## PROPOSED BUDGETS

Head Start					
	Personnel		\$	2,061,041	
	Fringe Benefits			731,630	
	Travel (4120)			12,150	
	Equipment			23,500	
	Supplies			141,092	
	Contractual			0	
	Facilities / Construction			0	
	Other (4120)			32,724	
	Other (4122)			426,953	
	,	Total	\$	3,429,090	
Mutritian ar	nd Meal Delivery: AAA/ETCOG				
Nuti ition ai	Salaries		\$	44,772	
	Fringe Benefits		Ψ	15,624	
	Travel			15,624	
	Raw Food			100,584	
	Supplies			1,716	
	Equipment			4,284	
	Vehicle Costs			21,228	
	Other	Total		61,284	
		i otai	\$	250,692	
Nutrition ar	nd Meal Delivery: DADS				
	Salaries		\$	203,460	
	Fringe Benefits			65,520	
	Travel			2,016	
	Raw Food			517,200	
	Supplies			4,692	
	Equipment			12,408	
	Vehicle Costs			126,756	
	Other			64,524	
		Total	\$	996,576	
Community	Services Block Grant				
	Personnel		\$	120,932	
	Fringe Benefits			43,457	
	Travel			4,620	
	Equipment			8,170	
	Supplies			2,250	
	Contractual			4,827	
	Other			37,555	
	Indirect Costs			0	
		Total	\$	221,811	
Communit	saiva Engrav Aggistones Deserve			0	O-114-1-14 F040
comprener	sive Energy Assistance Program		¢	Contract 5813	Contract 5812
	Administration		\$	60,309	30,081
	Case Management			50,257	48,647
	Training Travel			1,200	0
	Household Crisis			446,691	201,260
	Utility Assistance			446,691	201,260

#### **HEAD START SERVICE DATA**

Total number of children to be served based on Head Start funding	516
Average number of children served daily	529
Average monthly enrollment (as a percentage of funded enrollment)	93%
Percentage of eligible children served	92%

#### **RECENT REVIEWS**

#### The most recent review of the Head Start program revealed the following findings:

- 1. Review team felt that the Agency did not ensure its property records contained all required information as stated in CFR 74.34 (f)(iii-iv, vi-viii, ix).
- 2. Review team felt that the Agency did not ensure compensation for the use of buildings and capital improvements were made through depreciation or use allowance.

There were no findings in program services.

#### The most recent audit of Community Services of Northeast Texas, Inc. revealed the following:

Material weakness identified in financial reporting NO

Material weakness identified in control over federal awards NO

Significant deficiencies identified NONE

Audit findings required to be reported under A-133 Yes\*

\*HHS Services Aging Cluster - Special Programs for the Aging & Nutrition Services Incentive Program Non-Federal entities are required to liquidate all obligations incurred under the award no later than 90 days after the end of the funding period.

Agency has implemented a plan of action to correct this finding.

Auditee qualified as a low-risk auditee NO

Financial findings and questioned costs NONE

Federal awards findings and questioned costs NONE

#### Auditor:

Jarred, Gilmore & Phillips, PA Certified Public Accountants 1815 S. Santa Fe P.O. Box 779 Chanute, Kansas 66720 620-431-6342

#### HEAD START MEDICAL AND DENTAL SERVICE INFORMATION

Percentage of enrolled children receiving medical exams 100%

Percentage of enrolled children receiving dental exams 79%

#### PARENT INVOLVEMENT ACTIVITIES

#### CSNT, Inc. Head Start coordinates the following activities to promote parent involvement:

- Monthly Parent Committee meetings
- Monthly Policy Council meetings
- Volunteering in classrooms
- · Stress management training
- Job search and counseling from Workforce of Northeast Texas
- EMS basic first aid training
- Local college and university financial aid training
- Cooperation with the TOYS FOR TOTS program
- Implementation of the FRED (Families Reading Every Day) program

#### PREPARING CHILDREN FOR KINDERGARTEN

#### CSNT, Inc. Head Start engages in the following efforts to prepare children for public school:

- Provide a variety of learning styles and skill levels for school readiness
- Allow for success
- Provide opportunity for children to be independent and self-directed
- Provide 'hands-on' activities
- Establish healthy eating habits and proper lunchroom procedures
- Provide orientation to Kindergarten Campus (when applicable)
- Track each child's development using research-based assessments
- $\bullet$  Allow children to make a smooth transition to the kindergarten location
- Coordinate with school districts and receiving programs for records needed
- Initiate communication between Head Start and receiving program staff
  Initiate joint training with Head Start teachers and receiving program staff
- Provide parent-teacher communication for children making transition
- Comply with *Performance Standards* Section 1304.41(c)(1)

#### **EFFORTS IN BUILDING SCHOOL READINESS**

#### CSNT, Inc. Head Start engages in the following efforts to prepare children for public school:

- Participation in the Texas Kindergarten Readiness System
- Implementation of the Texas Pre-K Guidelines and the Head Start Framework
- Implementation of a state adopted, developmentally appropriate, research-based curriculum
- At least 15 hours of classroom-focused professional development annaully for teachers
- Implementation of the Classroom Assessment Scoring System
- Implementation of Campus School Readiness Teams
- Monitoring of school readiness goals
- Partnerships with local education agencies
- Assessment systems that track a student's progress on a continuum
- Creation of student progress reports

#### 2013/2014 CAMPUS SCHOOL READINESS GOALS

Physical Development and Health	Children will develop and refine manipulative skills that will be used throughout a child's educational career such as: pencils, markers, glue, crayons, chalk, and scissors.
Social & Emotional Development	Children will be given opportunities to solve problems through social and emotional experiences, such as: sharing, conflict resolution, leadership and community classroom engagement.
	Children will be encouraged to explore the creative arts through song, dance, and art.
Approaches to Learning	Children will demonstrate the ability to complete a task, even when distractions or interruptions occur.
Language and Literacy	Children will be encouraged to speak in fairly complex sentences and expand his/her vocabulary.
	Children will retell stories through puppets, flannel boards and/or acting them out in dramatic play.
	Children will begin to notice and discriminate smaller and smaller units of sound (breaking down the parts of a word).
	Children will notice and discriminate rhyme.
Cognitive and General Knowledge	Children will be encouraged to speak in fairly complex sentences and expand his/her vocabulary.
	Children will observe, predict, investigate, classify, and communicate things in the natural and physical world.
	Children will begin to understand basic math concepts and number recognition.

Student Acheivement/Progress in School Readiness				
	Students at or above			
Physical Development	93%			
Social/Emotional Development	92%			
Cognitive Development	90%			
Language Development	88%			
Literacy Development	91%			
Mathematics Knowledge and Skills	87%			
Science Knowledge and Skills	98%			
Creative Arts	99%			
Social Studies	98%			
English Language Development (ESL)	94%			

## **Community Service Division**

Clients Served - 2012

 Home delivered meals
 249,951

 CSBG
 3,897

 Congregate meals
 12,132

 Energy Assistance
 5,202

 Salvation Army
 124

 Food Banks
 1,060

CSNT, Inc. is an equal opportunity employer.

For an employment application, visit our website: www.csntexas.org



## People Helping People

Our mantra: We do things the right way, the first time.

Our rule: The Grandmother Rule: It doesn't matter who is right, it only matters what is right.

## Our four gospels:

- 1. It must be legal.
- 2. It must be according to the regulations.
- 3. It must be good for the program and the families and children we serve.
- 4. It must be good for our employees.